

Muskan Srivastava

Human Resource Professional

Result-driven HR specialist with expertise in talent acquisition, end-to-end recruitment, HRIS, compliance, and workforce planning. Proven in optimizing HR processes, ensuring compliance, and fostering growth. Proficient in ATS and HRIS, dedicated to a productive workplace.

Experience

The Indian Express | Noida

Aug 2023 - Present

HR - Executive

- End-to-End Talent Acquisition: Managed recruitment for IT and Non-IT roles (WordPress, PHP, Java, ReactJS, Data Scientist, Ad Sales, Digital Marketing, Editorial).
- Employee Onboarding & Development: Conducted onboarding, induction, training, and development initiatives.
- HR Operations Management: Oversaw personnel records, payroll, and benefits administration.
- Conflict Resolution: Resolved employee grievances using strong conflict resolution skills.
- Employee Engagement: Led programs to enhance morale and productivity.
- Performance Management: Managed data and performance metrics to drive improvement strategies.

ScaleReal Technologies | Pune

Mar 2022 - July 2023

People Experience Associate

- End-to-End Recruitment: Managed recruitment for IT and Non-IT positions (e.g., Python, Java/Kotlin, Android, iOS, Ruby on Rails, Golang, DevOps, ReactJS, Quality Analyst, Business Analyst).
- Onboarding & Training: Conducted onboarding and organized training programs to enhance skills.
- Performance Management: Designed training programs and managed performance improvement.
- HRIS Payroll Processing: Processed payroll using HRIS software (Paybooks).
- HR Policy Development: Assisted in developing and implementing HR policies (POSH, grievance, training and development, code of conduct, leave policy).

Contact

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Education

2021

BACHELOR IN BUSINESS ADMINISTRATION

Chaudhary Charan Singh
University, Meerut

Expertise

- Talent Acquisition
- End to End Recruitment
- Onboarding Management
- Employee Relations
- Performance Management
- Offboarding Management
- Data Analysis and HR Metrics
- Employee Engagement
- Conflict Resolution
- Payroll & HRIS Management